Virginia Department of Education
Division of Assessment and Reporting
Assessment Committee Application Processing System (ACAPS)

DIRECTIONS AND HELPFUL HINTS

General Information

The Assessment Committee Application Processing System (ACAPS) will be available from May 1-31 to accept applications for the 2006 Standards of Learning (SOL) Assessment Review Committees for Special and "Plain English" Mathematics Test Forms. First-time applicants and those who served on the 2005 committees or who were selected as alternates must submit an application via ACAPS to be considered for membership on the 2006 committees. Applicants accessing ACAPS using a MAC computer must have the Safari platform because Internet Explorer is not supported on MAC computers.

Directions for the Applicant

It takes approximately 45 minutes to complete the process outlined below.
First, open your Internet browser and type the VDOE home page address
http://www.doe.virginia.gov/VDOE/Assessment/home.shtml/ and click on the ACAPS link.
Select *NEW* user.

Complete the *New* User Registration to obtain your password. (Remember password for later use.)

Step 1:
To log on to ACAPS, all individuals are required to provide personal information such as first name, last name as listed on their Virginia teaching license, and birth month and year (MMYYYY). Only applicants with the same identifying information will need to provide his/her Virginia teaching license number. If the license number is not readily known, an applicant may contact their local school division's Human Resource office. If you are using your Virginia teaching license number for verification, you must enter the number as it appears on your certificate (e.g., CP-12345). The teaching license number and date of birth will be used only to validate an individual's identity and will not appear on any reports or lists.

Step 2:
After ACAPS verifies that you are a Virginia educator, **enter** a "username" in order to o log in to ACAPS; **enter** a "password" (your password must be at least 8 characters and include one non-alphabetic character); **confirm** your password; and **enter** your email address. After new user registration is completed, **click "Create User"** at the bottom of the screen. You are now on the ACAPS Home Page and logged in as a user.

To begin, **select** an option (such as Apply, View/Edit Application, Provide Reference, Update User Profile, Change Password, etc.) from the menu on the left of the page. You may **click** "Help" for more information. To send an email to the ACAPS mailbox,

click "ACAPS Support" in the menu at the top right corner of any ACAPS page. To advance through the application process, click "NEXT" at the bottom of each page.

To start the application, select *APPLY* (Upper left corner in blue box). You may apply for only for one "Plain English" mathematics test forms review committee. Your committee selection is made from a drop-down menu that displays the meeting dates for the special test forms review committee (*must attend all three sessions)* and each of the four "Plain English" mathematics test forms review committees. At this point, as you progress through the application, each screen will display "Application Summary." This field will provide summarized information that has been entered into the system.

Follow instructions that appear on the screens as you progress through the next six steps:

1) Select the committee group and committee for which you wish to apply. (Choose one from the drop-down menu.)
2) Complete the demographic information (personal contact information).
3) Complete the background information (educational background and work experiences for the past five years).
4) Complete the questionnaire (there are four areas: explain how you apply the SOL; describe your experiences with students who have special needs; describe your experiences with students of limited English proficiency; and explain why you are interested in serving as a member of an assessment committee).
5) Designate your professional references. Identify two references who supervise you in your current position, e.g., principal, assistant principal, department chair, lead teacher, division-level supervisor, and provide the full name and an email address for each reference. ***Note: At least one of your references must be your immediate supervisor***. As a courtesy, notify your references in advance and obtain permission to include their names and email addresses in the ACAPS. Also, you may provide your references a copy of this information. However, the ACAPS will generate an email message to the reference with instructions regarding how to access the system and link to the reference's questionnaire.
6) Review and submit the application. (When you have finished the application, carefully *REVIEW* your entries. Make any changes and when completed, select *SUBMIT*. At this point no further edits or changes may be made to the application.)

ACAPS Sends Email Messages to:
1) Applicants - indicating the status of their application at various intervals throughout the entire process, including notification of acceptance status upon completion of the VDOE selection process;
2) Professional References – providing directions for linking to the reference questionnaire to be completed on behalf of the applicant;
3) Division Superintendent or Designee – providing directions for linking to the application and the reference questionnaires, and allows for review and approval of the application; and
4) Division of Assessment and Reporting staff – signifying that the application has been completed and approved for the VDOE selection process.

<u>Directions for the Professional Reference</u>
It takes approximately 15 minutes to complete the reference information. The Professional Reference will receive an email notification once an application is completed and submitted. The email will provide a web-address link that will lead the Reference through the process as follows:

(1) Click on the highlighted link contained in the email.
(2) Select *New* user.
(3) Complete the *New* user registration (first name, last name as on license, and birth month/year) and Click "Register".
(4) Follow the directions on the next screen.
(5) Complete the *Professional Reference Questionnaire* on behalf of the applicant and when finished, select SUBMIT.
(6) Select LOGOUT (Upper left corner in blue box).

<u>Application Review and Approval by the Division Superintendent</u>
- ACAPS will "hold" all applications from a school division until June 1. At that time, ACAPS will send an email to the Division Superintendent or the official designee informing him/her that division personnel applications are awaiting review and approval. Superintendents will be able to review each application and professional references' comments.
- To complete the submission process, the superintendent or official designee must approve and Click "SUBMIT" for each applicant. ACAPS will automatically send to VDOE.
- All approved applications approved by the division superintendent or designee are due to the Virginia Department of Education via the ACAPS Web-based process by June 16, 2006.

<u>Helpful Hints:</u>
- Applicants accessing ACAPS using a MAC must have the Safari platform because Internet Explorer is not supported on MAC computers.
- If you are unsuccessful logging in to ACAPS three times consecutively, contact the Virginia Department of Education, Division of Assessment and Reporting at (804) 225-2107.
- A response must be provided for all required fields.
- When you have completed entry information on an ACAPS screen, scroll to the bottom and click NEXT to advance to the next screen.
- Click SAVE as you complete each page of the application.
- If you need to complete sections of the application at a later time, *click* the SAVE button, and the *click* LOGOUT (upper left corner in the blue box). Upon return, you will need to *log in* and provide your password. Once in ACAPS, *click* the View/Edit application to resume completing your application.

If you have any questions, please contact the Division of Assessment and Reporting at darfax@doe.virginia.gov or (804) 225-2107.